

# David Nieper Education Trust



## Exams Policy 2022-2023

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**This policy is reviewed annually and approved by  
Dr Kathryn Hobbs, Headteacher, Head of Centre  
Date of next review – September 2023**

## Key staff involved:

Role	Name(s)
Head of centre	Dr K Hobbs
SLT members	Mr R White, Mr C Endacott, Mr C Ruddy, Mrs E Merchant, Mrs W Bennett
Exams officer	Mr C Bradder
ALS lead/SENCO	Mrs A West

# 1. Scope

1.1 The purpose of this exams policy is to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates and to ensure the operation of an efficient exams system with clear guidelines for all relevant employees.

1.2 It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

1.3 The exams policy will be reviewed every year.

1.4 The exams policy will be reviewed by the member of SLT with responsibility for exams.

1.5 Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## 2. Exam Responsibilities

### 2.1 Headteacher:

2.1.1 The Headteacher is the 'head of centre' and the most senior operational officer in the organisation and has overall responsibility for the school as an exams centre and it is the responsibility of the head of Centre to ensure that all staff comply with the instructions in this policy.

2.1.2 The Headteacher is responsible for reporting all suspected or actual incidents of malpractice (refer to the JCQ document suspected malpractice in examinations and assessments).

2.1.3 The Headteacher will be required to confirm, on an annual basis, that they are aware of and adhering to the latest version of the JCQ regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update.

This responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledgement that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:

- the centre status being suspended
- the centre not being able to submit examination entries
- the centre not receiving or being able to access question papers

2.1.4 Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.

2.1.5 Has in place a written escalation process should the head of centre, or a member of the Senior leadership team with oversight of examination administration, be absent.

### 2.2 Member of Leadership Responsible for Exams:

2.2.1 The member of leadership responsible for exams is responsible for line managing exams.

2.2.2 Oversees the exams process, consulting with all stakeholders.

2.2.3 Works in consultation with the Headteacher and Exams Officer to ensure administration of exams follows JCQ regulations.

2.2.4 Provides support and guidance to the Exams Officer and ensures the integrity and security of exams and assessments is maintained throughout an exam series.

### 2.3 Senior Leadership Team:

2.3.1 Are familiar with the contents of the following annually updated JCQ publications including:

General Regulations for Approved Centres

Instructions for Conducting Examinations

Access Arrangements and Reasonable Adjustments

## Suspected Malpractice - Policies and Procedures

Instructions for conducting non-examination assessments (and the instructions for conducting coursework)

A guide to the special consideration process

2.3.2 Senior Leadership must not be present at the start of an exam if they have had overall responsibility or the line management for the subject department being examined and/or preparing the candidates for the examination.

## 2.4 Exams Officer:

2.4.1 Understands the contents of annually updated JCQ publications including:

General Regulations for Approved Centres

Instructions for Conducting Examinations

Suspected Malpractice - Policies and Procedures

Post-results services (PRS)

A guide to the special consideration process

2.4.2 Manages the administration of exams.

2.4.3 Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year.

2.4.4 Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.

2.4.5 Ensures key tasks are undertaken and key dates and deadlines met.

2.4.6 Assists with recruitment of invigilators as required.

2.4.7 Trains and deploys a team of internal/external invigilators as required and keeps a record of the content of training provided to invigilators for the academic year and works with the SENDCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.

2.4.2 Advises the Leadership Team, subject and class tutors, and other relevant support employees, on annual exams timetables and procedures as set by the various awarding bodies.

2.4.3 Oversees the production and distribution, to all centre employees and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with employees concerning imminent deadlines and events.

2.4.4 They ensure that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.

2.4.5 They check with teaching employees that the necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines.

2.4.6 They provide and confirm detailed data on estimated entries.

2.4.7 They maintain systems and processes to support the timely entry of candidates for their exams.

2.4.8 They receive, check and store securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

2.4.9 They administer access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process.

2.4.10 They identify and manage exam timetable clashes.

2.4.11 They account for income and expenditure relating to all exam costs.

2.4.12 They ensure candidates' Non-Examined Assessment marks and any other material required by the appropriate awarding bodies are submitted correctly and on schedule.

2.4.13 They track, dispatch, and store returned non-examined assessments.

2.4.14 They arrange for dissemination of exam results and forward, in consultation with Leadership, any post results service requests.

2.4.15 They support the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures.

taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

2.4.16 They brief other relevant centre staff (e.g. reception staff or teachers) where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

## **2.5 Middle Leaders**

2.5.1 Accurate completion of exam entry documentation and all other mark sheets and adherence to deadlines as set by the Exams Officer. Attending a meeting with the Exams Officer with documentation whilst exam entries are actually made and then to sign off the entries made.

2.5.2 Accurate completion of non-examined assessment sheets and declaration sheets. These are checked by the Exams Officer with the Middle Leader and then they sign to say they are complete.

## **2.6 Teachers**

2.6.1 Supplying information on entries, and non-examined assessments as required by SLT or Exams Officer.

## **2.7 The Special Educational Needs and Disability Coordinator (SENCO)**

2.7.1 Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: Access Arrangements and Reasonable Adjustments

2.7.2 Leads on the access arrangements and reasonable adjustments process including identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements.

2.7.3 Works with the qualified assessor for access arrangements to ensure the correct procedures are followed.

2.7.4 Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

2.7.5 Gather the necessary documents to make application online with JCQ in order to gain approval of access arrangements, if required.

2.7.6 Works with the Exams Officer to provide the access arrangements required by candidates in exams

## **2.8 Invigilators**

2.8.1 Assist the Exams Officer in the efficient running of exams according to JCQ regulations.

2.8.2 Collection of exam papers and other material from the exams office before the start of the exam.

2.8.3 Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

## **2.9 Reception staff**

2.9.1 Complete the confidential materials receipt, secure movement and secure storage log when exam materials arrive on site. Inform site maintenance staff of delivery so that arrangements can be made for the immediate transfer to the Exams office.

2.9.2 Support Exams Officer in the dispatch of any confidential materials.

## **2.10 Site Manager**

2.10.1 Collect confidential materials from reception when notified of delivery and take to the Exams

Office as soon as possible.

2.10.2 Supports the Exams Officer in relevant matters relating to exam rooms and resources.

## **2.11 Candidates**

2.11.1 Are expected to check, confirm entries are correct.

2.11.2 Understands non examination assessment regulations and signing a declaration that authenticates this as their own.

2.11.3 Ensures they conduct themselves in all exams according to the JCQ regulations.

## **3. Qualifications offered**

3.1 The qualifications offered at this centre are decided by the Headteacher. The types of qualifications offered are:

Functional Skills

Level 1/2 BTEC Tech Awards

Level 1/2 BTEC

LIBF Qualifications

RSL Qualifications

BTEC Nationals

GCSE

A Levels

3.2 If there is to be a change of specification for the next year the exams office must be informed by 1st July. Informing the exams office of changes to a specification is the responsibility of the SLT.

3.3 Decisions on whether a candidate should be entered for a particular subject will be taken SLT.

## **4. Exam Series**

4.1 Internal exams and assessments are scheduled in the staff calendar.

4.2 External exams and assessments are scheduled according to Exam Boards in the relevant series e.g. June Series.

4.3 Internal mock exams are held under external exam conditions.

4.4 The Leadership Team decides which exam series are used in the centre.

## **5. Exam timetables**

5.1 Once confirmed, the Exams Officer will circulate the exam timetables for external exams by a reasonable date decided by SLT before each series begins. These will be checked and agreed by the candidate.

## **6. Entries, entry details and late entries**

6.1 Candidates or parents/carers can request a subject entry in writing to the member of SLT responsible for exams. The decision to agree to or disagree with the request will be made by the Headteacher and communicated to parents via letter within 4 weeks of the original letter.

6.2 Candidates or parents/carers cannot request a change of level or withdrawal.

6.3 The centre does not act as an exams centre for other organisations.

6.4 Entry deadlines are circulated to SLT/Middle Leaders via email.

6.6 Middle Leaders will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

6.7 Entries and amendments made after an awarding organisation's deadline (i.e. late) require authorisation, via email, of the member of Leadership responsible for exams.

6.8 GCSE re-sits are allowed at the discretion of the Headteacher. Re-sit decisions will be made by the Headteacher.

## **7. Exam fees**

7.1 Candidates or faculties will not be charged for changes of tier. Withdrawals made by the proper procedures or alterations arising from administrative processes provided that these are made within the time allowed by the awarding bodies.

7.2 The Exams Officer will publish the deadline for actions well in advance for each exams series.

7.3 GCSE and A level entry exam fees are paid by the centre for the candidates first entry. Re-sit entry Fees should be agreed by the Headteacher.

7.4 BTEC and any other vocational qualification registration and entry fees are paid for by the centre.

7.5 Late entry or amendment fees are paid by the centre if it is due to a decision made by SLT.

These fees are payable by the faculty if it is due to administrative timelines not being adhered to.

7.6 Fee reimbursements are sought from candidates:

if they fail to sit an exam.

if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

## **8. Equality Legislation**

8.1 All exam centre employees must ensure that they meet the requirements of any equality legislation.

8.2 The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the member of Leadership responsible for exams.

## **9. Access arrangements**

9.1 The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

9.2 A candidate's access arrangements requirement, and ensuring there is appropriate evidence for a candidate's access arrangement, is the responsibility of the SENCO.

9.3 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO in liaison with Exams officer.

9.4 Rooming and invigilation for access arrangement candidates will be arranged by the Exams Officer in liaison with the SENCO.

9.5 Support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCO. Please read the SEN policy.

9.6 Invigilators will be informed about the access arrangements for every relevant candidate.

## **10. Word Processor use in Examinations and assessments**

10.1 David Nieper Academy fully supports the use of word processors in assessments and examinations in line with JCQ regulations and recommendations.

10.2 Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs. For example, the quality of language significantly

improves as a result of using a word processor due to problems with planning and organisation when writing by hand. (This also extends to the use of electronic braille and tablets.)

10.3 The use of word processors in non examination assessment or coursework components will be considered standard practice unless prohibited by the specification.

10.4 It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

N.B. Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.

10.5 The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

10.6 Use of a word processor in examinations is a centre-delegated arrangement. This statement about the use of word processors has been prepared to be shared with stakeholders. Principally, a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

10.7 It is not a reasonable adjustment for a candidate to request use of a word processor because they can type faster than they can handwrite.

10.8 The use of a word processor will be as a result of a well-established SEN need or due to illegible handwriting which has been identified and interventions have been put in place and evidenced over time as being ineffective.

10.9 Students and their parents are at liberty to request permission to use their own word processor or laptop in school at their own risk. This request will be considered by the Headteacher and will be granted if it is agreed it will benefit the student.

10.10 A school word processor agreement must be signed before this arrangement can begin and the device has to be PAT tested before it can be used in school. Personal devices brought into school are the responsibility of the student at all times and the school cannot be held liable for any loss or damage.

10.11 Permission to use a laptop or device in class should not be taken to imply permission to allow this arrangement in assessments or exams. These decisions are taken at the start of the GCSE and A Level courses following testing and consultation with staff.

## **11. Contingency planning**

11.1 Contingency planning for exams administration is the responsibility of the Exams Officer and the member of Leadership responsible for exams.

11.2 Contingency plans will be provided via email, on the staff shared area and, if appropriate, the school website and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## **12. Estimated grades**

12.1 SLT are responsible for submitting estimated grades to the Exams Officer when requested.

## **13. Managing invigilators**

13.1 Invigilators will be employed by the school as casual employees. These invigilators will be used for internal mock exams and external exams.

13.2 Recruitment of invigilators is the responsibility of the Exams Officer.

13.3 Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resources Manager.



13.4 Invigilators' rates of pay are set by the Headteacher.

13.5 Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

13.6 A record of the training will be held in school to present during a JCQ inspection when required.

## **14. Malpractice**

14.1 The Headteacher, in consultation with the member of Leadership responsible for exams, is responsible for investigating suspected malpractice. JCQ Suspected Malpractice in Examinations and Assessments 1 September 2020 to 31 August 2021 will be followed.

14.2 Candidates will be warned of the possible penalties an awarding body may apply as per the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2020 to 31 August 2021.

## **15. Exam days**

15.1 The Exams Officer will book all exam rooms and make the question papers and other exam stationery and materials available for the invigilator.

15.2 Site management employees are responsible for setting up the allocated rooms and will be advised of requirements in advance.

15.3 The Exams Officer/SLT will be present at the start and finish all exams in accordance with JCQ guidelines.

15.4 Subject staff may not be present at the start of the exam or for the duration of the exam. Any employees present must accord to the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

15.5 Year 11 Form Tutors will support a quiet and calm entry into the room unless they have taught the subject that is being examined. Form tutors will NOT enter the exam venue.

15.6 Sixth Form students all wear a school lanyard with a photograph and name card which will be checked by employees in the exam venue.

15.7 In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

15.8 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to SLT/Subject staff in accordance with JCQ's recommendations after all candidates have taken the examination.

15.9 After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## **16. Candidates**

16.1 The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the member of Leadership responsible for exams.

16.2 The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

16.3 In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of any technological/web enabled sources of information e.g. mobile phones, smart watches, and wristwatches which have a data storage device. Any precluded items must not be taken into an exam room.

16.4 Disruptive candidates will be dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the member of Leadership responsible for exams. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

16.5 The Exams Officer and member of SLT responsible for exams are responsible for handling late or absent candidates on exam day.

## **17. Clash candidates**

17.1 The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and all administration in the event of a clash in accordance to JCQ guidelines.

## **18. Special consideration**

18.1 Should a candidate be unable to attend an exam because of illness, suffer a bereavement or other trauma, be ill during an exam or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer or member of SLT responsible for exams to that effect.

18.2 The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

18.3 The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

## **19. Internal assessment**

19.1 It is the duty SLT/Middle Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

19.2 Marks for all internally assessed work are provided to the exams office by SLT or Head of Department. The Exams Officer will inform staff of the date by which appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document. Please refer to the Non Examination Assessment policy.

## **20. Results**

20.1 Candidates will receive individual results slips on results days in person at the centre or by post to their home address, if candidates provide a stamped self-addressed envelope.

20.2 Results can be collected on behalf of a candidate by third parties, provided the third party have written authority from the candidate to do so. The third party must bring suitable identification with them that confirms their identity.

20.3 The results slip will be in the form of a centre produced document.

20.4 Arrangements for the centre to be open on results days are made by the member of SLT responsible for exams, the Exams Officer and the Site Manager.

20.5 The provision of the necessary staff on results days is the responsibility of the member of SLT responsible for exams.

20.6 Enquiries about Results (EARs)

20.6.1 EARs may be requested by centre employees or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work will require the consent of all candidates.

20.6.2 The cost of EARs may be paid by the centre or the candidate dependent upon the circumstances. All decisions about whether to make an application for an EAR will be made by the Headteacher. The guidance offered to candidates about requesting an appeal is published on the website and is provided in envelopes on results day with the Post Results Services form.

20.6.3 If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in the centre's Internal Appeals Procedure.

20.6.4 All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

## **21. Access to Scripts (ATS)**

21.1 After the release of results, candidates may request the return of written exam papers before the exam board deadline using the Post Results Services form. This should be paid for by the candidates directly to the appropriate school and administered by the Exams Officer after the final date for EAR. An EAR cannot be applied for once an original script has been returned.

21.2 Centre employees may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

21.3 Processing of requests for ATS will be the responsibility of the Exams Officer.

## **22. Certificates**

22.1 Candidates will receive an invitation to a Presentation Evening sent to the most recent address on the school data system OR they can be collected after the event with prior arrangement.

22.2 Certificates will not be posted but certificates can be collected on behalf of a candidate by third parties, provided the third party has written authority from the candidate to do so. The third party should bring suitable identification with them that confirms their identity.

## **23. Exams & GDPR**

23.1 The exam centre must comply with GDPR regulations. The exams officer will hold exams related information on candidates and will share this information with awarding bodies. This may relate to exam entries, access arrangements, special consideration and exam results/post results.

Candidates will be made aware of information and data relating to exams throughout their course.

Please refer to the Privacy notice on the school's website for more information